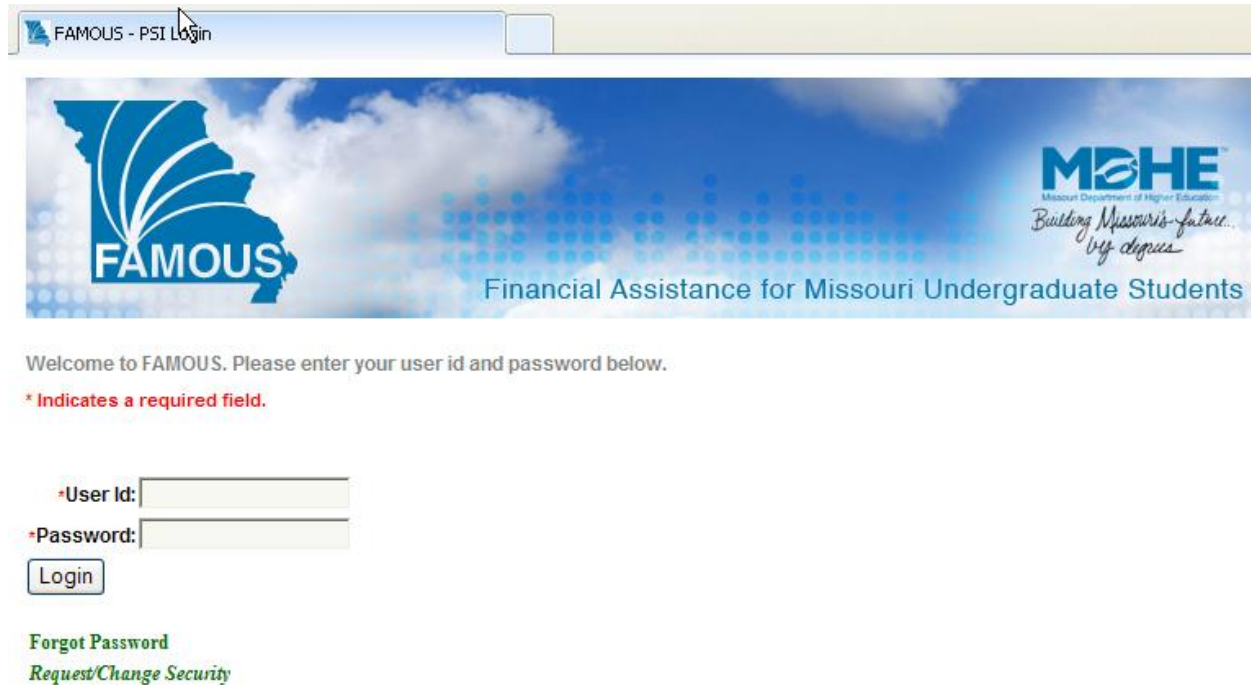


1. Login to FAMOUS.



FAMOUS - PSI Login

FAMOUS

MOHE
Missouri Department of Higher Education
Building Missouri's future... by degrees

Financial Assistance for Missouri Undergraduate Students

Welcome to FAMOUS. Please enter your user id and password below.

* Indicates a required field.

*User Id:

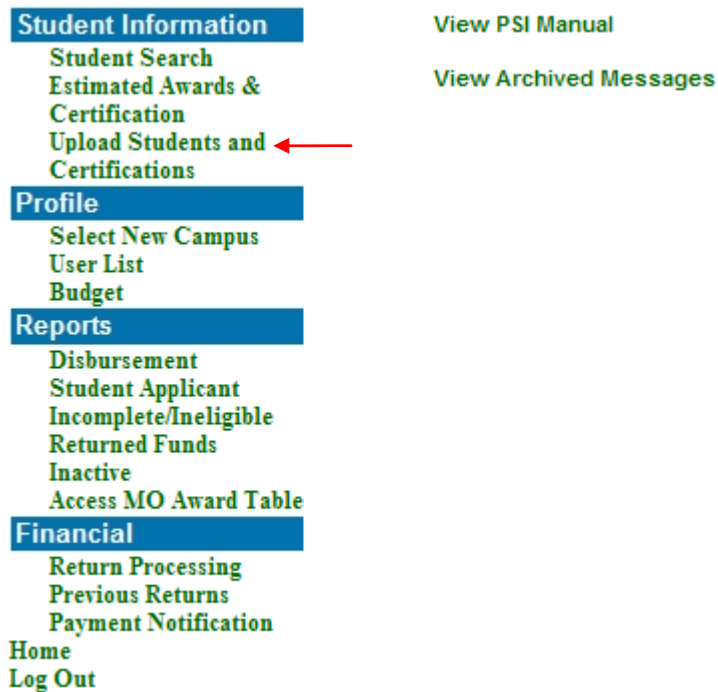
*Password:

Login

[Forgot Password](#)

[Request/Change Security](#)

2. Select Upload Students and Certifications from the Student Information group of links in the menu at the left-hand side of the page.



Student Information

- [Student Search](#)
- [Estimated Awards & Certification](#)
- [Upload Students and Certifications](#)

Profile

- [Select New Campus](#)
- [User List](#)
- [Budget](#)

Reports

- [Disbursement](#)
- [Student Applicant](#)
- [Incomplete/Ineligible](#)
- [Returned Funds](#)
- [Inactive](#)
- [Access MO Award Table](#)

Financial

- [Return Processing](#)
- [Previous Returns](#)
- [Payment Notification](#)

[Home](#)

[Log Out](#)


[View PSI Manual](#)

[View Archived Messages](#)

3. Click the Browse button and browse to the location where the file is saved.

LOAD A+ STUDENTS

Click the 'Browse' button to locate the file. Then click 'Create Student Records' button to add new students or click the 'Load A+ Certifications' button to load A+ certification information.

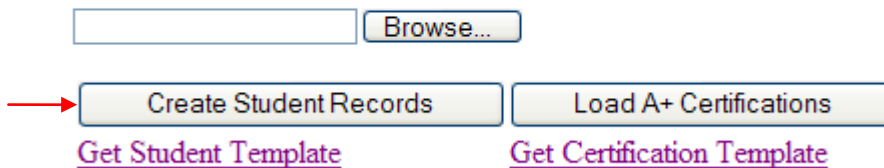


The screenshot shows the 'LOAD A+ STUDENTS' interface. At the top, there is a text input field followed by a 'Browse...' button, which is highlighted with a red arrow. Below this, there are two buttons: 'Create Student Records' and 'Load A+ Certifications'. Under 'Create Student Records' is a link 'Get Student Template', and under 'Load A+ Certifications' is a link 'Get Certification Template'.

4. Click the Create Student Records button.

LOAD A+ STUDENTS

Click the 'Browse' button to locate the file. Then click 'Create Student Records' button to add new students or click the 'Load A+ Certifications' button to load A+ certification information.



The screenshot shows the 'LOAD A+ STUDENTS' interface. At the top, there is a text input field followed by a 'Browse...' button. Below this, there are two buttons: 'Create Student Records' and 'Load A+ Certifications'. The 'Create Student Records' button is highlighted with a red arrow. Under 'Create Student Records' is a link 'Get Student Template', and under 'Load A+ Certifications' is a link 'Get Certification Template'.

5. A message will appear at the top of the page indicating the number of records successfully processed out of the total number of records submitted. If all records are successful, the numbers will match. If there were errors, the number of successful records will be less than the total number of records and the message will direct you to the error file. Click the Export Errors button to download the error file.

NOTE: The Export Errors button only appears when errors exist. If all records were successfully uploaded, the Export Errors button will not display.

Student upload complete, 0 of 2 records successful. See error file.

LOAD A+ STUDENTS

Click the 'Browse' button to locate the file. Then click 'Create Student Records' button to add new students or click the 'Load A+ Certifications' button to load A+ certification information.



The screenshot shows the 'LOAD A+ STUDENTS' interface. At the top, there is a text input field followed by a 'Browse...' button. Below this, there are three buttons: 'Create Student Records', 'Load A+ Certifications', and 'Export Errors'. The 'Export Errors' button is highlighted with a red arrow. Under 'Create Student Records' is a link 'Get Student Template', and under 'Load A+ Certifications' is a link 'Get Certification Template'.